

Point Loma Nazarene University
Department of
Communication & Theatre
COM 422: Senior Portfolio
Fall 2015 - 3:00-3:50 – C101

Instructor:

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Course Description: This one-unit class will provide MOCM seniors an opportunity to prepare for the transition from student to full-time employment. Experiential exercises will include interviews, resume and cover letter preparation and employment purpose statements. In addition, students will review relevant course content pertaining to the MOCM major.

Course Learning Outcomes: Successful completion of this course will result in the following outcomes.

- (1) Students will know how to effectively present themselves to prospective employers;**
- (2) Students will be able to evaluate research data and effectively present information to an audience; and**
- (3) Program directors (MOCM) will be able to assess student accomplishments culminating in a BA in Managerial and Organization Communication**

Course Assignments:

Resume & Cover Letter: You will provide a completed, updated resume and a sample cover letter to an employer for a position and company that would be a possible prospective employer.

Informational Power Point Presentation: Students will deliver a 10 minute presentation utilizing appropriate PowerPoint slides. The presentation will answer the question: “What I want to be when I grow up?” or something equivalent.

Community Service: During the semester you will need to perform some volunteer activity in service to the community – in some way. I intend to be flexible in what qualifies as service but you should confirm your plans with me BEFORE you proceed.

Leadership Philosophy: You will prepare and submit a brief statement of your leadership philosophy (2-3 pages). This essay should reflect an awareness of leadership theory and practice and specifically reflect information and issues raised in COM 345.

Employment Interview: You will participate in an employment interview with an HR professional assigned by the Office of Strengths & Vocation. The evaluation will include both verbal and nonverbal elements of interaction as well as a global assessment of your interview skills.

Research Methodology Write-ups: Students will complete 2 different research methodology reports. You will have to answer specific questions involving both qualitative and quantitative research methods.

- Quantitative
- Qualitative

Capstone Exams: You will choose three MOCM major courses on which to write. We will focus on specific course content and theoretical premises in order to assess your knowledge of key elements of the discipline.

Choose one (1): COM190 or COM220

Choose two (2): COM330 or COM340 or COM345 or COM365

Grading & Evaluation: These assignments will be utilized for specific learning outcome assessment data. As such, the course is graded CREDIT / NO CREDIT. The course professors will assess the knowledge gained by students using the following evaluation rubric:

Resume: Student will be able to produce a quality one page resume with no more than 2 errors in grammar or spelling. Content of the resume will describe specific employment responsibilities and use appropriate language. A professional employer will rate the resume on a scale of 1-10 for employment. Students must receive a 7 or higher to meet assessment goals.

PowerPoint Presentation: Student will be able to deliver an effective presentation by rating a 3 or better on a scale of 1-5. Students will score a 3 or above on each element. The following elements will be rated:

- Organization of Material
- Vocal Delivery and Variety
- Professional Dress
- Power Point Slides 6x6 rule and design

Leadership Philosophy: Student will produce a well written leadership philosophy using a scale of 1-5 to rate the following elements:

- Writing syntax and grammar
- Integration of specific leadership theories
- Personal application to own goals and objectives

Employment Interview: Students will be able to navigate an interview representative of a job they will be applying for upon graduation. The following elements will be evaluated on a scale of 1-5. Student will score a 3 or above on each element.

- Prepared knowledge of company and position
- Appropriate and professional dress
- Ability to answer interview questions fluently
- Verbal and nonverbal immediacy

Research Methodology Write-ups: Students will be able to read research and identify elements of the scientific method in both qualitative and quantitative research. Students will score a 3 or above on a 1-5 rating scale on the following elements:

Review of Literature – appropriate rationale and source citation
Methodology – type, sample, research questions, and instrumentation
Results – interpret results and statistical conclusions
Discussion – be able to draw critical implications from conclusions and recognize limitations.

Capstone Exams: Students will score a 3 or better on a 1-5 rating scale. Elements will include:

Knowledge of subject matter
Quality of writing (grammar and spelling)
Application of subject matter

Meetings & Folders:

1. Meetings: We will meet every week to build your final portfolio.
2. Folders: folders for each student will be kept in the department office in Cabrillo Hall. Students will be responsible for turning in assignments to their folders. Please copy stomas@pointloma.edu on everything you submit by e-mail.

Weekly Class Schedule

W Sept. 2	Introduction to Course
W Sept. 9	Resumes & Cover Letters
W Sept. 16	Interviews
W Sept. 23	Presentation Prep
W Sept. 29	Power Point Job Presentations
W Oct. 6	Power Point Job Presentations
W Oct. 14	Capstone Exams
W Oct. 21	Methodology
W Oct. 28	Leadership Philosophy
W Nov. 3	Networking
W Nov. 10	Resources
W Dec. 2	ALL assignments Due!!